Process for Amended Log Sheets

Effective Date: 01 November 2025
Rev.: 00
Prepared by: Karla
Approved by: Jad Hayek

Purpose
To ensure all submittals, log sheets, and correspondences are properly recorded, tracked, reviewed, and distributed with full traceability and accountability.

Objective:
To ensure that all log sheets are submitted on time, any delays are properly recorded, and distribution of commented (reviewed) sheets are documented for accountability and traceability.

Important Additions and Amendments:
- **Current Date**
- **Delays in Days**
- **Schedule of Distribution**
- **Addition of Document Source**

AS BUILT DRAWINGS APPROVAL STATUS

Project no. AH-1192 / HBC-D351
Client: Taleem
Consultant: AL HASHEMI PLANNERS, ARCHITECTS, ENGINEERS
Contractor: Al Hikma Building Contracting
MEP Subcontractor :Entire Technical Services
Classification: LPG

Date Updated: 30-Oct-25

Current Date

Status	
AP	Approved
AAN	Approved as Noted
RR	Revise & Re-submit
UR	Under Review
NA	Not approved
NR	Not Reviewed

Estimated No. of Drawings :
Submitted No. of Drawings :
Remaining No. of Drawings :

Sr. No.	Submittal No.	Drawing No.	Drwg. Size	Drawing Title	Plan. Subm. Date		Actual Submittal Status R0 Actual	R0 (Days)	R1 Actual	R1 Delays (Days)	R2 Actual	R2 Delays (Days)
LPG Layout												
1	AH-D351-AB-EN-MEP-LPG-01	AH-D351-AB-EN-MEP-LPG-01	A0	Ground Floor LPG Overall Plan Layout	_	Sub. Date	10-Sep-25	30	28-Sep-25	34		0
						Ret. Date	10-Oct-25		1-Nov-25			
						Status	NR		AAN			
2	AH-D351-AB-EN-MEP-LPG-02	AH-D351-AB-EN-MEP-LPG-02	A0	First Floor LPG Overall Plan Layout	_	Sub. Date	10-Sep-25	6	29-Sep-25	6		0
						Ret. Date	16-Sep-25		5-Oct-25			
						Status	AAN		NA			
3	AH-D351-AB-EN-MEP-LPG-03	AH-D351-AB-EN-MEP-LPG-03	A0	Second Floor LPG Overall Plan Layout	_	Sub. Date	13-Oct-25	4	30-Sep-25	35		0
						Ret. Date	17-Oct-25		4-Nov-25			
						Status	AAN		AAN			
4	AH-D351-AB-EN-MEP-LPG-04	AH-D351-AB-EN-MEP-LPG-04	A0	3rd Floor LPG Overall Plan Layout	_	Sub. Date	10-Sep-25	50	22-Oct-25	9		0
						Ret. Date	30-Oct-25					
						Status	UR		UR			

Delays are calculated.

A **Schedule of Distribution** is established to ensure proper recording and traceability of returned/commented submittal sheets. This is to document when the reviewed submittal sheets are distributed, to whom they are given, and to confirm acknowledgment of receipt.

SCHEDULE OF DISTRIBUTON

Doc Rev	Subcon 1	Date	Subcon 2	Date	Subcon 3	Date	Subcon 4	Date
R0								
R1								
R2								

Revisions are clearly indicated.

Record the Subcontractor/ Supplier to whom the commented submittal sheet is shared with the date sent.

Procedure:

1. Once a submittal sheet has been reviewed and commented on, the document controller must record the details of its distribution.
2. Ensure that the DATE is correct for proper monitoring.
3. The schedule should be updated to maintain consistency and ensure complete traceability. The Submittal Log and the Schedule of Distribution shall be maintained **as one continuous record.**
4. Additional Columns can be added as required.
5. For Sites where Log Sheets are submitted to Consultant, the Schedule of Distribution can be hidden upon submission.

The **Correspondence Log** has been amended to include a **"Document Source" column**. This addition allows the team to identify where each correspondence originated from, whether internal or external, and from which party (consultant, client, or others).

CORRESPONDENCE LOG

Project no.:	AH-1202 / HBC-D352
Client:	TAALEEM MANAGEMENT LLC
Consultant:	AL HASHEMI PLANNERS, ARCHITECTS, ENGINEERS
Contractor:	AL HIKMA BUILDING CONTRACTING LLC

Sr. No	From	To	Dated	Reference No	Subject	Action	Date of Action	Document Source	Comments
1									
2									
3									
4									
5									

Guidelines:

1. The field must be completed for all entries, whether received or sent.
2. Document Source refers to the origin of the document or correspondence.
3. The Document Controller must ensure that each correspondence record is complete and that the Document Source is field accurately reflects its origin.

Benefits

- Provides **easy traceability** of documents and correspondence.
- Enables **faster reference and verification** during audits or reviews.
- Improves **accountability** and reduces the risk of misfiling or loss of records.